

14 December 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Women's Advisory Panel

1. A few general thoughts have emerged from my discussion of this subject with Bill Bavis, [] et. al., as to how such a panel might be instituted. First, its composition:

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A Chairwoman, who would be designated the FWPC.

3 members from each of the 4 Directorates, selected from senior, middle management, and secretarial levels. They should not be Personnel Officers or otherwise identified with the personnel function.

1 member from central Office of Personnel

2. The Chairwoman, i.e., responsibility for the function, should be located in the DCI area, preferably in the IG Office.

3. The Panel should be advisory to the Executive Director-Comptroller through the EEO Officer.

4. The Panel itself, once the members are designated, should propose its own organization, terms of reference, and methods of operation subject to Ex. Dir. approval. Its charter, however, should be to consider subjects of general concern to women and to management throughout the Agency, and not to become involved in individual cases or local problems. It might address itself to such topics as:

Mobility, and wider access for women to occupational fields throughout the Agency.

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Related to this, the matter of promotions -- not promotion, per se, but access to assignments that will permit earning promotion.

Upward mobility for clerical/secretarials who show aptitude and promise.

Access to external training opportunities.

Increased participation in internal training. There is a particular lack of in-house training opportunity for clerical employees.

These are indicative of the kinds of things that might usefully be considered. As preparation for its role the Panel should be well grounded in EEO principles and objectives, but should avoid getting into the role of advocate or Appeals Board in individual cases.

5. Finally, on the question of whether the Chairwoman/FWPC should be a full-time job, I have mixed feelings. There should be enough in the job, if it is performed fully, to justify a slot. On the other hand, we are doing pretty well with the whole EEO mechanism on a part-time basis, and we could let experience determine whether a full-time woman is needed. That would leave the practical question of where she should be placed to occupy the rest of her time. I leave that for further consideration.



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